

Vermont 21st CCLC Resource Guide Summary

This PDF file is a copy of the first two pages of the VT 21st CCLC Resource Guide. Copies of the full guide may be ordered by emailing ehaggett@doe.state.vt.us For present of future Vermont 21st Community Learning Center applicants or grantees , the cost is \$20. For all others the cost is \$40.

Introduction

This resource guide was created for project directors of 21st Century Community Learning Centers and other after-school practitioners who are interested in improving their educational programs. The premise for this guide is that all after-school programs can benefit by studying real documents that were created and used in the field in the areas of programming, communications, forms, policies, and sustainability. In addition, it was thought that this manual could save countless dollars and time and that new thinking could be stimulated. Thus, this resource guide is not a “how to” but rather a “how it has been done” manual. In selecting materials, the philosophy was to include as much diversity as possible so that readers could pick and chose ideas from a variety of sources and approaches.

This resource guide was conceived and organized by Emanuel Betz of Learning Innovations, Inc., in Richmond, Vermont. The Vermont Department of Education funded the printing of this second edition in September of 2003. The most important members of this effort are the after-school personnel who contributed their resources for the manual. Thank you!

The following chart lists areas of need in the after-school field and guide resources that address each area:

Area of Need	Guide Resource
Reaching the Hard to Reach Maintaining Quality Programs	Program brochures from projects Letters to parents Referral forms
Linking with School Curricula	System and forms linking standards with after-school Program examples
General Recruitment	Registration forms
Staff Supervision and Support	Multiple assessment and evaluation tools
Policies	Several examples of written policies from both small and large projects
Sustaining the Programs	Sample sustainability budget VT licensing information Licensing forms in multiple languages Adjustments a project made in year three Fee structures Sponsorship cards
Effective Budgeting	Sample budget report for community
Communications and Marketing	Newsletter samples Reports to community Sample business cards and logo
Management and Governance	Sample project structure Multiple job descriptions Site Director reports to Project Director
Data Collection and Analysis	Data reports for community Sample surveys